

INSERT TAB

Insert Table

Insert a Blank Table:

Place your insertion point in the document where you want the table to appear.

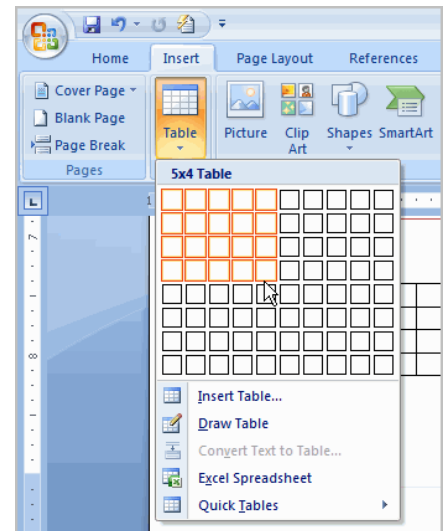
Select the **Insert** tab.

Click the **Table** command.

Drag your mouse over the diagram squares to select the number of columns and rows in the table.

Left-click your mouse and the table appears in the document.

Enter text into the table.

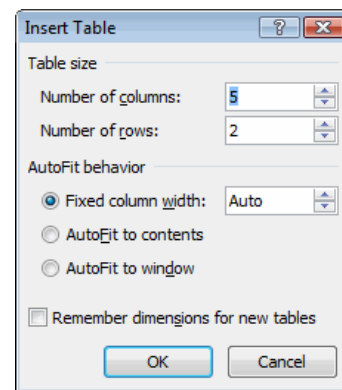


Insert a Table (method 2)

Click the Insert tab of the Ribbon.

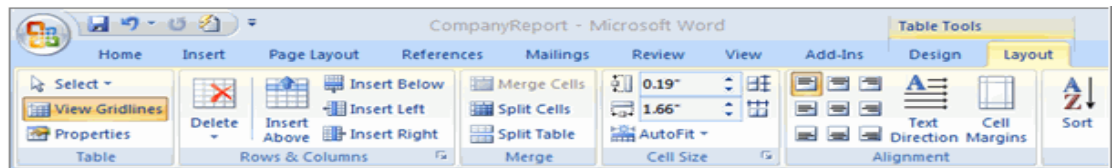
In the Table group, click the Table icon. From the drop-down list displayed, click the Insert Table command.

From the Insert Table dialog box displayed, in the Table size section, specify the Number of columns and Number of rows of the table. Click OK.



Modify a Table Using the Layout Tab

When you select a table in Word 2007, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon.



Using commands on the Layout tab you can make a variety of modifications to the table such as:

Adding and deleting columns,
Adding and deleting rows,
Changing the cell size,
Aligning cell text,

Changing text direction,
Merging and splitting cells,
And More.

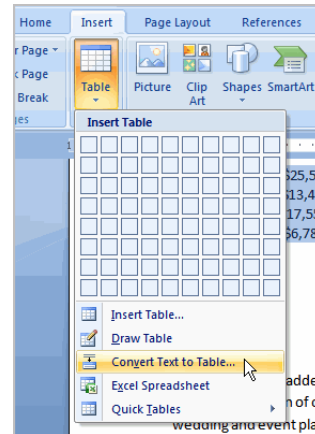
Convert Existing Text to a Table:

Select the text you wish to convert.

Select the **Insert** tab.

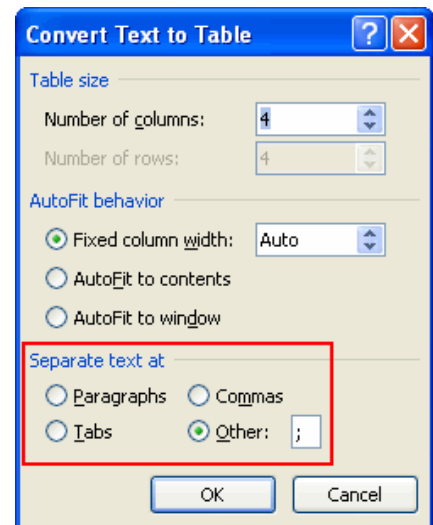
Click the **Table** command.

Select **Convert Text to Table** from the menu. A dialog box appears.



Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.

Click OK. The text appears in a table.



Add a Column:

Place the **insertion point** in a **column adjacent** to the location you wish the new column to appear.

Right-click the mouse. A menu appears.

Select **Insert** → **Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

Delete a Row or Column:

Select the row or column.

Right-click your mouse and a menu appears.

Select **Delete Columns** or **Delete Rows**.